CITY OF NAPA
CITY CLERK's DEPARTMENT
RECORDS RETRIEVAL WITH SIRE

PART I – INTRODUCTION TO SIRE WebCenter

With SIRE WebCenter your worries are gone. You can access and share documents across the city or across the globe. SIRE WebCenter is truly a universal solution. Just use any Web browser to log on. SIRE WebCenter is not difficult to use either. Its intuitive interface provides a simple, easy-to-understand approach to document retrieval.

LOGIN

To access City of Napa documents, go to our home page (www.cityofnapa.org) and click on **Public Records**.   (Public Records is the front door to the City's electronic document imaging program.)

PART II – RETRIEVING DOCUMENTS

All Public Documents. If you are not sure what specific document you are looking for, click on this field and type in keyword(s) to search all public documents.

Agendas. Click on this field to search Agendas by a specific year (use drop down arrow to select year); or a specific date; or by keyword(s) or browse all Agendas.

Minutes. Click on this field to search Minutes by a specific year (use drop down arrow to select year); or a specific date; or by keyword(s); or by Board Council (use drop down arrow to select Board Council); or browser all Minutes.

Agreements/Contracts. Click on this field to search Agreements/Contracts by keyword(s) or by number.

Resolutions.   Click on this field to search Resolutions by a specific year (use drop down arrow to select year); or by Resolution Number (example: R2004 5); or by keyword(s).

Ordinances.   Click on this field to search Ordinances by a specific year (use drop down arrow to select Year); or by Ordinance Number (example: O2004 5 – make sure you type in the letter O and not the number zero before the year you are requesting; or by keyword(s).

Municipal Code. Click on this field to view each section of the Municipal Code. Once you are viewing a section you can use the scroll bar to look through each page or use the up or down arrows to view each page. You can also use the first binocular and type in a keyword to search; once it finds the keyword then you can use the second binocular to keep finding the word again.

PART III – VIEWING DOCUMENTS, DOWLOADING DOCUMENTS, PRINTING DOCUMENTS, AND E-MAILING DOCUMENTS

Once you bring up your SEARCH RESULTS screen, you can now **view the context and/or highlighted text. Search Results will appear with the number of hits and folders found**. The folders are displayed in increments of 10; to view the next set of folders click on the next set of numbers (1, 2, 3, 4, etc.) Click on the word "Date" to obtain ascend or descend date order or click on Type, Board Council or Subject, etc. to obtain alphabetical order. **Click on the view** to see each page or each context highlight page and **use the blue arrows** to maneuver through each highlight. **Click** on the **down arrow** from the **Viewing File** to scroll through each page or **click** on **Next File** to scroll through each page.

You can **Go To Folder** and download each page as native file or PDF file, or scroll to the very bottom of your screen menu bar and download all as PDF or MPT, or download a range of pages. (**Note**: From here you can only download in increments of 25; so if there is a file that has 300 pages, you will need to go to download a range of pages and type in 1-25 and click on download to view these pages or type in 55 to 104 and click on download to view these pages and so on.)

Once in Context View or Go To Folder view you can **print** a single page or multiple pages or e-mail a single page or multiple pages by clicking on your print icon or mail icon in your web browser.

PART IV - LOGON AND CREATE YOUR OWN SEARCHES

Use this section if you need more refined searches. Once you are in this section type in public for both your username and password; now click login.

SIMPLE SEARCH
CABINET pull down the menu and select the desired department; most likely you'll be searching most documents in the City Clerk cabinet. **SEARCH TEXT** type in the word(s) you're looking for. Make sure Full Text box is checked then click search. **Follow the same procedures as PART III above to view documents, etc.**

ADVANCED SEARCH
Select Preferences from the top portion of the browser windows area. Check the first two boxes and save preferences to ensure the search results will open in a new window.

CABINET pull down the menu and select the desired department; most likely you'll be searching most documents in the City Clerk cabinet.
FIELD pull down the menu and select CC Type (this would be the document you are looking for); leave **CONDITION** as is equal to [=]; **VALUE(s)** pull down the menu to select the document (agenda, minutes, muni code, ordinance or resolution, etc.) you are looking for; now click on **ADD**. If you added the wrong value, just highlight the information (example 'CC Type="Resolution'), click on the **DELETE** button and ADD the correct value.
In **FULL TEXT SEARCH CRITERIA** type in the word(s) or phrase you need searched. Now click on **SEARCH**.

Search Results will appear with the number of hits and folders found. **Follow the same procedures as PART III above to view documents, etc.**

NOTE: When selecting the **FIELD** – Date, in the **Value(s**) area need to type as 07/31/2004; cannot type as 7-30-04 or 7/30/04, etc. and under condition you now have **IS BETWEEN** as a choice (example 01/01/2003 & 08/10/2004).

CROSS CABINET SEARCH
Search all cabinets (departments) or specific cabinets (departments) for certain text at the same time. To select the cabinet(s), click on SELECT ALL first, hold down the CTRL key and click on the cabinet(s) that you don't want. Now type in SEARCH TEXT the key word(s) you are trying to acquire, check FULL TEXT, and now click on SEARCH.

Search Results will appear with the number of hits and folders found. **Follow the same procedures as PART III above to view documents, etc.**

PART V – WILDCARDS, NOISE WORDS AND FULL-TEXT SEARCHES

Wildcards can be use in any search to stand for one or more characters and to use in place of noise words.

* (asterisk): Represents any number of missing characters (including zero). For example: govern*s would find words such as governors, governments, and governs.
An * (asterisk) can also be used in place of **noise words** such as **of, if, the, as, a,** etc. For example: League * California Cities would find League of California Cities. (Otherwise if you typed in League of California Cities, no search results would be found because the word **of** would appear in probably most documents and that would produce such a massive unrealistic search).

FULL TEXT SEARCHES

AND – Use the **AND** connector in a search request to connect two expressions, both of which must be found in any document retrieved. For example: storm water and events would retrieve any document that contained both phrases.

OR – Use the **OR** connector in a search request to connect two expressions, at least one of which must be found in any document retrieved. For example: storm water or events would retrieve any document that contained storm water, events, or both.

WITHIN – Use the **W/N** connector in a search request to specify that one word or phrase must occur within so many words of the other. For example: storm or water and events w/5 stewardship would retrieve any document that contained storm or water and events within 5 words of stewardship.

NOT – Use **NOT** in front of any search expression to reverse its meaning. This allows you to exclude documents from a search. For example: storm water and not events would retrieve all documents that did not contain events.

FUZZY LOGIC – **Fuzzy** searching will find a word even if it is misspelled. This can be quite useful when you are searching text that may contain typographical errors. For example: a fuzzy search for Stanlee Ranch would find Stanley Ranch and Stanly Ranch. In the Advanced Search, there is a box to check for a Fuzzy word search.

PHONIC – **Phonic** searching looks for a word that sounds like the word you are searching for and begins with the same letter. For example: a phonic search for Smith will also find Smithe and Smythe.   In the Advanced Search, there is a box to check for a Phonic word search.

STEMMING – **Stemming** extends a search to cover grammatical variations on a word. For example: a search for applied would also find applying, applies and apply. In the Advanced Search, there is a box to check for a Stemming word search.

IF YOU NEED FURTHER ASSISTANCE, PLEASE CONTACT THE CITY OF NAPA's OPTICAL IMAGING STAFF AT (707) 258-7800 ext. 7751.

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